

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
**Telephone 01638 743142**  
**E Mail burwellpc@btconnect.com**

Notice is hereby given that a meeting of the Burwell Parish Council will be held in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 14<sup>th</sup> March 2017, you are summoned to attend for the transaction of the following business

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**AGENDA**

- 01.03.17 Apologies**
- 02.03.17 Declarations of any interests known to Councillors**
- 03.03.17 Approval of Minutes of the meeting of 28<sup>th</sup> March 2017**
- 04.03.17 Public Forum** a maximum of 15 minutes will be allowed for public comment on any agenda item
- 05.03.17 Planning Applications**  
The following planning application will be considered:-
- 17/00273/OUM David Wilson Homes Eastern Counties – Land of Ness Road**  
Outline planning application for residential development with all matters reserved apart from means of access
- 17/00233/FUL Mr Shaun Warren – 21 Isaacson Road**  
Proposed new side windows on ground floor and first floor and new rear rooflights
- 16/01789/FUL Mr Steve Calder – Burwell Brickworks Pit, Factory Road**  
Temporary siting of managers static caravan/mobile home and retrospective permission for various facility buildings and works
- 06.03.17 Planning decisions from District Council –**
- 17/00002/FUL 11 Bayfield Drive**  
Single storey side extension to provide facilities for a disabled person  
**APPROVAL**
- 07.03.17 Action Points Updates**
- 08.03.17 Parish Reports:-**
- Property –**
1. Weekly Play Area Inspection Reports
  2. Annual Playground Inspection
  3. Mandeville Hall ceiling
  4. Village Sign
  5. Trees on boundary of Cricket Ground overhanging neighbouring property
  6. Allotments – Electric to Allotment Holders Shed
- Trees/Environment**  
Notification of approved tree works at the following properties:-
- 26North Street**  
T1 Birch - Fell
- Riverdale, 71 North Street**  
T1 HAZEL - Coppice  
C1, C2 & C3 CHERRY TREES x3- Fell  
T2 HORNBEAM - Fell

W1 WILLOW - Crown lift (overhang over river)  
 W2 WILLOW - Coppice to ground level  
 W3 WILLOW - Overall crown reduction  
 W4 WEEPING WILLOW - Crown lift and crown thin  
 M1 NORWAY MAPLE - Overall crown reduction by 30%  
 M2 FIELD MAPLE - Overall crown reduction by 20%  
 M3 LIQUID AMBER - Light formative pruning to shape, and remove deadwood  
 51 SILVER BIRCH - Move tree to location in front of house  
 52 & 53 SILVER BIRCH TREES x2 - Dead wood  
 U1 TREE - Overall crown reduction by up to 20%  
 A1 & A2 APPLE TREE x2 - Fell  
 P1 PINE - Fell suppressed tree  
 B1 CYPRUS TREE - Fell  
 MSG LAURELS - Fell  
 SSA ASH - Remove self seeded tree

**09.03.17 County & District Matters:-**  
 ECDC Street Numbering – 17a The Avenue

**10.03.17 Other Reports (in circulating file):-**  
 Burwell Allotment and Garden Society Minutes of 1.11.16  
 Cambs ACRE – How to set up a Timebank

**11.03.17 Finance**  
 1. Consideration of the report and recommendations from the Finance Working Group Meeting held on 2<sup>nd</sup> March 2017. To include the following:

- Allocation of funds for capital projects.  
 £15,000.00 Ness Road Safety Improvements  
 £20,000.00 Provision of Public Toilet  
 £20,000.00 Skate Park  
 £20,000.00 Play Equipment
- Pensions  
 That pension contributions should be paid on the full salary not just those within the scale of qualifying earnings of £5824 to £43,000)  
 Pension for – J Weaver, G Rowland and D Cawley
- Internal Auditor  
 That Moore Stephens is appointed as Internal Auditor for the year 2016/2017
- Direct Debits  
 That the following direct debits continue for the financial year ending 31<sup>st</sup> March 2018:  
 Anglian Water  
 British Gas  
 BT  
 Eon  
 East Cambs District Council  
 Siemens Financial Services  
 HMRC (VAT)  
 Lloyds Bank  
 NEST Pensions from 1.4.17
- Safeguarding Funds – Fidelity Insurance  
 That the existing level of cover of £500,000 is adequate for the year 2017/2018.
- Internal Auditor – Scope of Audit  
 that the Scope of Audit for 2016/2017 is as set out in Appendix 9 of the Governance and Accountability 2014.

- Review of Internal Controls  
The Finance Working Group considered and reviewed the Finance Risk Assessment and suggests that the use of a 'Cloud' storage facility could be considered by Council
- Review of Risk Management Policy  
The Finance Working Group considered and reviewed the Risk Management Policy and recommends to Council that it may be worth allocating £2,000 in the precept annually towards election costs.
- Review of Financial Regulations  
The Financial Regulations were reviewed for the group with the following recommendation being made to Council that:  
Item 6.19 needs to read as:-  
Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and Handyman and shall be subject to automatic payment in full at each month-end. Personal credit cards or debit cards of members or staff shall not be used under any circumstances.
- Review of Salaries and Mileage
- The increase in hourly rate for the Clerk, Assistant Clerk and Handyman as agreed by NALC/SLCC for Local Council Clerks from 1 April 2017 is implemented.  
That the Handyman hours from the start of April to the end of September are increased from 20 hours to 25 hours per week.  
Keyholder – Increase of salary by 2% from 1<sup>st</sup> April 2017.
- Hire Charges – Gardiner Memorial Hall  
A 5% increase should be applied for the year 2017/2018
- Hire Charges – Mandeville Hall  
A 5% increase should be applied for the year 2017/2018  
Charges for the Scouts, Brownies, Rainbows and Cricket Club to remain the same as previous notification to groups increasing the fees to cover the full VAT rate.
- Photocopier Charges  
No Change
- Allotment Charges  
The Allotment charge per square metre is increased from 11p to 14p from October 2017.
- Sports Field Charges  
That the charges for adult teams using the facilities should remain at £300.00 per year. All teams should be charged a £50.00 deposit in line with other organisations using Parish Council property.
- Charge for Lock Up  
That the rent for the Lock Up should remain at £150.00 for the year 2017/2018.
- Cemetery Charges  
The Finance Working Group recommends to Council that Cemetery Fees should be increased as on attachment No. 5. The group also recommends that there should be a single interment fee and that is not dependent on the depth of the grave.

2. Consideration of quotation to supply and fit Smoke and Carbon Monoxide Detectors in the Jubilee Reading Room
3. Consideration of quotations to supply and fit replacement heaters at Gardiner Memorial Hall
4. Fergusons – Notification of annual increase for Grass Cutting Contract
5. Consideration of payment to the following:

George Rowland  
 Debbie Cawley  
 Burwell Office Cleaning  
 Ridgeons  
 PRS For Music  
 Clunch  
 Burwell Window Cleaning  
 Mr Groundsman  
 Latta Hire Limited  
 Andrew Firebrace  
 Partnership  
 Meads Construction  
 Dent Security  
 Harrisons of Burwell  
 Newmarket Town Band  
 Burwell Carnival  
 Burwell Library Summer  
 Scheme  
 Burwell Museum  
 Siemens  
 Lloyds Bank  
 BT  
 Eon  
 Salaries  
 Return of Deposits

**12.03.17 Consideration of the following**

1. Staff Appraisals
2. Lone Working Policy
3. Review of Staff Job Descriptions
3. CAPALC Membership Agreement
4. Voluntary Network Ely Trip – Option of offering spare seats to people outside of Burwell

*YDRix*

Yvonne Rix (Mrs)  
 Parish Clerk

Dated: 7<sup>th</sup> March 2017